

PLANNING AND ZONING DEPARTMENT STREET NAMING AND RENAMING POLICY

June 2020

PURPOSE AND AUTHORITY

The purpose of this policy statement is to provide standard procedures for street naming and renaming requests. Authority for street naming and renaming is defined by City Code Sec. 5-2-66 - Ordinance required for change of street name which states that, "The name of any street designated by the official naming map referred to in section 5-2-63 of this code or by subsequent designation by the planning commission shall not be changed except by the adoption of an ordinance by the city council. (Code 1963, Sec.33-46)".

POLICY STATEMENTS

New Street Names

The process for naming new streets, associated with new street construction, will be through the development review process. New street names will receive approval through Planning Commission approval. City Council approval is not required.

City Council initiation of a street name change

City Council may initiate a street renaming for any existing arterial, expressway, local, primary collector, residential collector, named or unnamed alley and by majority vote direct staff to bring the proposal forward as an ordinance change. Initiation of a street name change shall include notification to addresses along the arterial, expressway, local, primary collector, residential collector, named or unnamed alley and a public hearing.

Requesting a name change for streets classified as an arterial and expressway

A petitioner is required to complete and submit a request form through the Alexandria Permit and Planning portal (APEX) which includes a petition signed by a minimum of 100 Alexandria property owners in support of a proposed renaming. Staff will forward the request to City Council. City Council members may then raise the issue and by majority vote direct staff to bring the proposal forward as an ordinance change which shall include a public hearing and notification to adjacent property owners.

Requesting a name change for streets classified as local, primary collector, residential collector, alley or unnamed alley

A petitioner is required to complete and submit a request form through the Alexandria Permit and Planning portal (APEX) which includes a petition signed by 75% of the property owners with addresses along the roadway. For an alley, the petition should include signatures from property owners with addresses along the alley and owners with addresses from abutting properties that might not be addressed off the alley.

Request to add an "honorific" name to a street

Requests for "honorific" street names, which would include the addition of supplemental signs for a portion of the street while not changing the physical address of the properties along that segment of the street, could lead to confusion on street names will not be considered.

FILING PROCEDURES

Prior to soliciting signatures and submitting a request form through [APEX](#), the petitioner shall speak with Department of Planning and Zoning staff to review the code criteria detailed in City Code Sec. 5-2-61 through 5-2-66 necessary for identifying an appropriate street name for consideration by City Council and identify a street name that would be amenable to the property owners.

Street Classification

Street classifications can be found using the [VDOT's street classification map](#).

Street name changes will not be considered if:

- The proposed street name is a duplication of an existing street name in Alexandria;
- The proposed street name change is a near duplication in spelling to an existing street or phonetically similar to an existing street;
- The existing street name has significant historical value to the City;
- The street name requested to be renamed is perceived to be offensive to segments of the City's citizenry;
- If the proposed street name change is longer than 14 characters;
- If the proposed street name is after a living person; and
- If the proposed street name is after commercial entity or implies a commercial endorsement.

The purpose of signatures on a petition is to demonstrate property owner support for the renaming request as well as alert property owners of the request and future public hearing that would occur on the matter. Upon receipt of a request form and petition, the request will be processed through the Department of Planning and Zoning, and the appropriate public hearing will be scheduled.

Application submissions must be received on or before the monthly filing deadline. Application requests must be submitted online via the [Alexandria Permit and Planning portal \(APEX\)](#). Applications forms which correspond with a given request type should be included with petitioner submissions made through APEX. Application forms can be found within the [APEX Document Library](#).

The filing deadlines associated with a given hearing are located on the Planning Commission Hearing schedule. Staff may grant a grace period to allow the petitioner time to submit missing materials. The petitioner will be responsible for resubmitting the complete application package before the grace period ends. Applications submitted after a filing deadline and after the grace period will be processed for the next hearing cycle.

All portions of the application package must be completed in order for the application to be reviewed.

The application shall include the following:

- Street Name Change Application;
- A location map showing the street proposed for renaming with effected address range; and
- Signed Petition with the following signature requirements:

- For streets classified as a local, primary collector, residential collector, alley or unnamed alley: A petition signed by at least 75% of the property owners abutting the street with printed names and addresses next to the signatures.
- For streets classified as an arterial or expressway: A petition signed by at least 100 Alexandria property owners with printed names and addresses next to the signatures.

APPLICATION CHECKLIST

- Site Plan
 - Clearly identify the street in its entirety that you are requesting to rename
- Signed Petition - The signed petition must include the following:
 - Clearly identify the current and proposed street name.
 - Identify all properties abutting the affected street if it is classified as a local, primary collector, residential collector, alley or unnamed alley.
 - Signed petition by 75% of affected property owners (name, address, and signature) along a local street, primary collector, residential collector, alley or unnamed alley or 100 signatures of Alexandria property owners if an arterial or expressway.
- Completed Application

FILING FEE

There is no filing fee for new street name or change of street name applications.

REVIEW PROCESS

- **For streets classified as local, primary collector, residential collector, alley or unnamed alley:** Once the application package has been accepted, it will be assigned a case number and circulated to various City agencies for their review and comment. Planning & Zoning staff will prepare a staff report with a recommendation at a public hearing.
- **For streets classified arterial or expressway:** The request will be forwarded to City Council. City Council members may then raise the issue and by majority vote direct staff to bring the proposal forward as an ordinance change which shall include a public hearing and notification to adjacent property owners.

PROPERTY OWNER WRITTEN NOTIFICATION

For streets classified as local, primary collector, residential collector, alley or unnamed alley, the applicant must provide written notice to all abutting property owners.

REQUESTS TO DEFER OR WITHDRAW

At any point during the review process, the applicant may request that the application be deferred to an upcoming docket or withdrawn entirely. All requests to defer or withdraw must be submitted in writing. An application may also be put on hold for up to six months. It is the responsibility of the applicant to notify staff to re-docket a held application. If there is no activity within six months, the application will be withdrawn by staff.